



# Laverstock & Ford Parish Council

Incorporating Hampton Park & Old Sarum

## PARISH COUNCIL GRANT SCHEME: POLICY AND GUIDANCE FOR APPLICANTS

### Aim

The aim of the scheme is to ensure that grant awards make the best use of the public funds by helping to achieve our Parish Plan priorities and other endeavours that benefit residents of the Parish. For example the scheme has helped fund the set up costs of a new cricket club at Laverstock, supported the Citizen's Advice Bureau and provided contributions to equipment for both youth groups and adult community groups.

### Size and Source of Scheme Funding

The current grant programme is set annually funded from a mixture of revenue from a Parish owned asset and the Parish precept. We will consider a grant contribution to a project delivered by any group. The size of the grant scheme and refining of grant scheme priorities are reviewed annually following the steps outlined in Figure 2

### The Application Process

Applications should be made in writing to the Parish Clerk by completing the Grant Application form available on our [website](#) homepage. They should provide supporting evidence and will be considered at a monthly Parish Council meeting. Should an application be received without a completed Grant Application form, the Council may still consider it at its sole discretion. So doing will not be deemed to have set a precedent.

Although attendance by the applicant at the meeting is not required, it is advised as the Councillors may wish to ask questions.

Applicants must submit their applications to the Parish Clerk at least ten working days before the date of the next meeting to ensure it can be included on the agenda and circulated to Parish Councillors for their consideration ahead of the meeting. Meeting dates are published on the Parish Council [website](#) and in the Parish newsletter.

### Assessment Criteria

- The project the grant will support is deemed to provide a measurable improvement to the community of the Parish and meet the overarching aim of the grant scheme.
- No grants will be awarded for commercial ventures or private gain.
- Grants will not be awarded for political or religious campaigns or activities.
- Grants will not be made retrospectively.
- Financial assistance will not be awarded to individuals (section 137 of the Local Government Act 1972).
- How effectively the grant will be used e.g. has the best deal been sought for the purchase of the equipment.
- The costs are appropriate and realistic.
- Full disclosure of all other grants applied for with respect to the project proposal.
- Evidence that the funds could not be raised from another more appropriate source for the project.
- The grant contribution will be considered in the context of related facilities provided by the applicant, other organisations and the parish council (see figure 1)
- All grants will be paid by cheque or bank transfer so all recipients must have a bank account
- All applicant organisations that request a grant of £1,000 or above must disclose their financial reserves in their application.

### Monitoring and Evaluation

The Parish Council will expect an update on the expenditure of the monies and the benefits delivered at an appropriate point following the approval of the grant. The level of reporting detail expected will be commensurate with the size of the grant. For small grants a short follow-up letter confirming that the funding has been spent as proposed will suffice. For grants of £250 or more, applicants should provide photographic and / or written evidence that the grant has benefitted our community.

**Approved April 2018**  
**Review Date April 2020**

Figure 1 Decision Tree to Prioritise Grant Applications in the Context of Related Service Provision

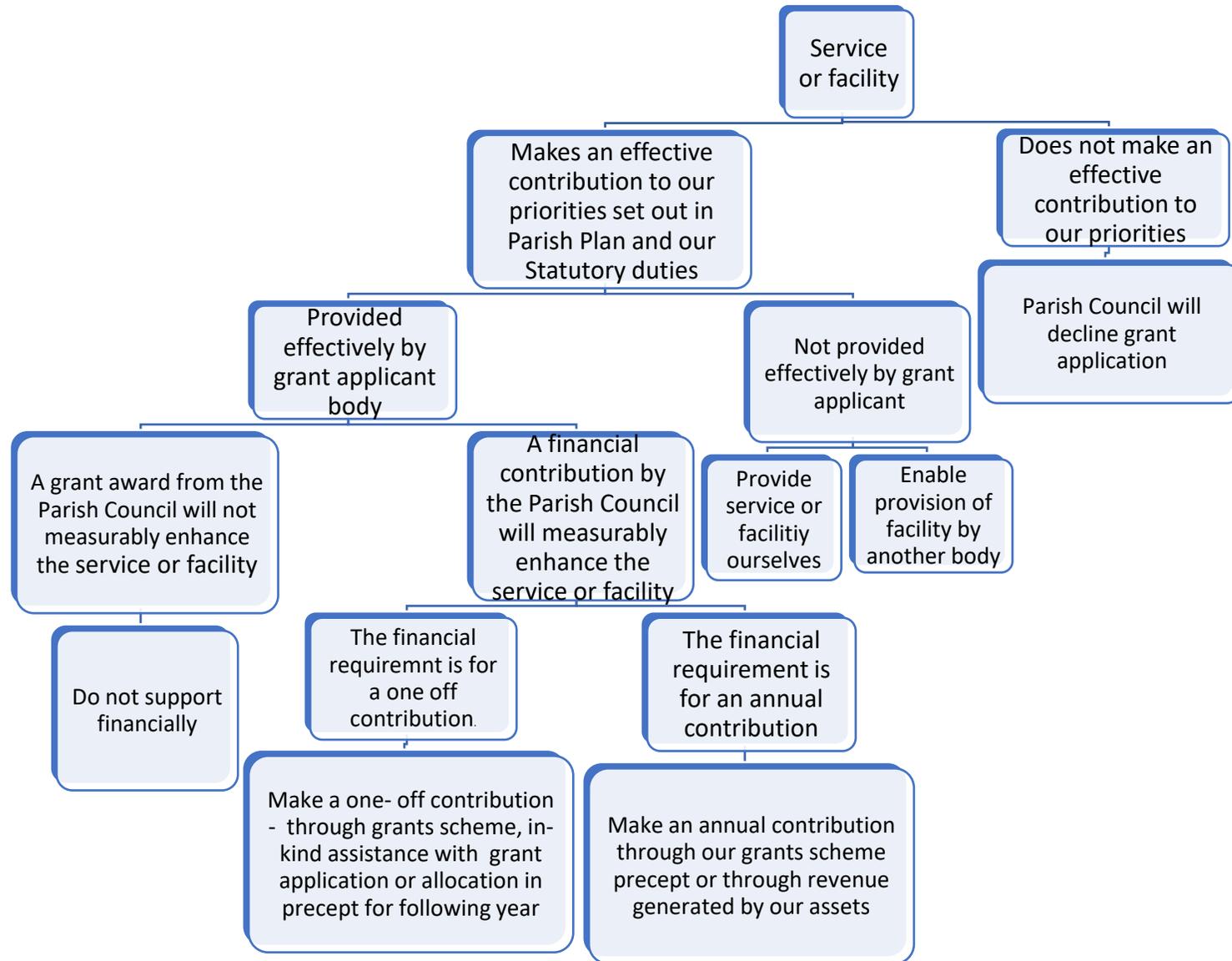


Figure 2 Annual Review Process for Grant Scheme

